



# Staff Winter Weather Plan and Instructions

## “SNOW” or “COLD” WEATHER CONDITIONS

If SPSS determines that the weather conditions warrant closing school due to extreme weather conditions or hazardous conditions the following terms should be used to avoid confusion.

<b>COLD DAY</b> - Extreme Weather Conditions School (Closing due to temperature or wind chill)	<b>SNOW DAY</b> - Snow and Hazardous Driving Conditions
<ul style="list-style-type: none"> <li>• If the decision is made to close schools due to temperatures and wind chill levels that pose dangers to <b>children</b> walking to school and waiting for buses, staff <b>WILL</b> be required to report to work unless district announcements specifically state otherwise.</li> <li>• Building administrators should be prepared to assign work activities for all staff in these instances.</li> <li>• Staff who choose not to work will need to use vacation time or take the day without pay upon approval of supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Heavy snow and icy conditions that make it extremely hazardous or impossible for school buses to traverse their routes and for employees to get to work will generally result in a decision to close school for students and staff <b>EXCEPT ESSENTIAL EMPLOYEES</b>. Every circumstance is different and the decision will be made on an individual basis.</li> </ul>

**ONLY ESSENTIAL EMPLOYEES SHOULD REPORT TO WORK ON A DECLARED SNOW DAY. If you are unsure if you should report to work, contact your supervisor.**

### Essential Employees include, but are not limited to:

- Custodial Engineer or custodial designee
- Principal
- Transportation Staff
- Security Staff
- Payroll Staff

Other positions may be deemed essential at the discretion of the supervisor or department head. Positions deemed **essential** must be identified and submitted to the Human Resources department prior to the start of the winter season. Employees deemed essential **MUST** be notified in writing by November 15 of every year that they are deemed essential and **MUST** report to work in extreme weather conditions as part of their position.

<b>SNOW DAY COMPENSATION</b>		
<ul style="list-style-type: none"> <li>• Hourly Staff – Regular (non temporary employees)</li> <li>✓ <b>Paid according to snow day procedures which equals time and a half for 8 hours, regardless of actual hours worked.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Administration/Supervisory Staff</li> <li>✓ <b>Paid for hours worked at regular rate of pay.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Employees approved by supervisor to work (deemed essential)</li> <li>✓ <b>Paid according to snow day procedures which equals time and a half for 8 hours, regardless of actual hours worked.</b></li> </ul>
<p><b>Comp Time will no longer be issued for Snow Day events.</b></p> <p><b>Employees who have been <i>pre-approved</i> to use vacation, sick, or personal leave on a day deemed a snow day will <i>NOT</i> receive snow day compensation, they will receive vacation, personal or sick as scheduled.</b></p>		